

The Development/Action Plan is a sample format or "blueprint" for all short-term and long-term developmental activities which may enhance the first level supervisor's performance. It should be tied to the performance evaluation tool. Developmental activities, whether participating in an assignment, taking a course, or reading a book, may develop a broader perspective and deeper knowledge of the position related general, technical and organizational competencies. Generally Development/Action Plans may address career goals and should be updated periodically (e.g., at least once every three years).

Development/Action Plan  
First-Level Supervisor  
**SAMPLE**

NAME (Last, First, Middle Initial):

Smith, John M.

CLASSIFICATION TITLE:

Program Manager I

POSITION NO:

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AGENCY/ DEPARTMENT/UNIT (Name and Location):

California Emergency Management Agency, Southern Region, Los Alamitos

Developmental Goals

- Identify better, faster, and/or less expensive ways to do things
- Develop and implement ways to measure, track, and maintain a high level of customer satisfaction
- Stay current in my field

Timeframe:

Implementation of Plan by  
March, 2011

Employee Signature

Date:

Supervisor Signature:

Date:

## Sample Leaders Development Action Plan

I plan to develop the following Leadership Competencies: Change Leadership, Vision and Strategic Thinking, Customer focus. I plan to continue to develop the following Technical Competency: Emergency Management.

Developmental Activities Training Course	Date Started	Date Completed	Expected Outcomes
<b>1. Books</b> <ul style="list-style-type: none"> <li><i>The Manager as Change Leader</i>, by Ann Gilley. Praeger Publishers, 2005.</li> </ul>	<b>2/2010</b>		Gain broader understanding of my role as a leader and first level supervisor and how it fits into the departmental strategic plan; develop insights into my leadership strengths and areas for development; devise a plan to improve the organization's performance; and increase my networks for problem-solving support  By March, 2010, I will hold a meeting with the staff in my unit, to review the overall direction of the division and identify what our unit needs to do differently to implement this direction and to develop a plan for change.  By September 15 2010, I will convene a team to do a strategic analysis and develop a strategic plan for our unit.  By February 15 2011, I will meet with each of my teams five key internal customers. I will ask how satisfied they are with the service we are providing and what we can do to improve it.
<b>2. Videos</b> <ul style="list-style-type: none"> <li>Leading Yourself through Change - Takes the participant <b>through</b> the 5 action steps that lead a person <b>through change</b> .(23 minutes)</li> <li>Taking Charge of Change - Shows employees the skills necessary to understand and support change initiatives in the workplace. Identifies three stages of internal transition to help employees productively guide themselves through organizational change. (34 minutes)</li> </ul>	<b>2/2010</b>	<b>2/2010</b>	
<b>3. Rotational Assignment:</b> <ul style="list-style-type: none"> <li>7-day assignment with Executive shadowing my deputy director. My assignment will be to observe and document actions that support the vision, mission and goals and objectives of my agency.</li> </ul>	<b>7/2010</b>	<b>8/2010</b>	Incorporate suggestions, recommendations and solutions from books, videos, assignment, training, and webinars into my leadership and management practices  To gain a broader understanding of the agency and to learn how to manage leaders and communicate at all levels of government.  Incorporate suggestions, recommendations and solutions from these webinars and pod casts into my leadership and management practices  Discuss strategies for overcoming barriers in my agency;  Learn new techniques and improve old ones in change management and customer service
<b>4. Webinars/Pod casts:</b> <ul style="list-style-type: none"> <li>American Management Association Web cast: <i>How Ordinary People Become Extraordinary Leaders</i></li> </ul>	<b>1/2010</b>	<b>1/2010</b>	
<b>5. External Training Courses</b> <ul style="list-style-type: none"> <li>Organizational Change Applications (1 day) - <b>Sacramento State University College of Continuing Education</b></li> </ul>	<b>Ongoing</b>		
<b>6. Review CA State Library NewsBank, Journals, Periodicals, eBooks, Safari, and DPA's Statewide Training free resources web page for more resources.</b> <ul style="list-style-type: none"> <li>Find other books, videos, webinars, rotational assignments, course, and on-line learning on similar topics (will add over time)</li> </ul>			